



**ISO TC 184/SC4 Meeting Minutes**

2000/02/18

**Melbourne, Australia**

**1. Closing General Meeting Technical Summary**

The Closing General meeting was opened by the SC4 Chair at 0815.

Summary reports were provided by the leaders of each of the following:

SC4 Working Group,  
Quality Committee,  
Policy and Planning Committee,  
STEP Implementers' Forum,  
STEP Centers,  
TC 184/SC4 Secretary

**2. Opening of SC4 Plenary Meeting**

The SC4 Chair opened the twenty-third meeting of SC4 at 10:45 am, February 18, 2000.

**3. Roll Call of Delegates**

Lists of the P-members, A-liaisons at the SC4 meeting are enclosed in the attached Annex B. (12 members were present at roll call and 13 before voting on resolutions)

**4. Adoption of Agenda (ISO TC 184/SC4/Melbourne /n001)**

The agenda was approved.

**5. Appointment of a Drafting Committee and vote tellers**

A drafting committee was discussed but not appointed since John Nazemetz was doing on-screen editing.

Jerry Smith and Larry McKee were appointed vote tellers..

**5. Approval of minutes from New Orleans meeting**

- a. The **New Orleans** meeting minutes ISO SC4N948 were distributed.
- b. Minutes, a motion to approve was made by Australia and seconded by United Kingdom and were adopted by vote. The minutes were approved by unanimous consent. A reminder was mentioned to the Secretariat to attach a copy of the action items in the minutes.

New Orleans Meeting Minutes can be found at: <http://www.nist.gov/sc4/ndocs/n948>

**6. Review of SC4 Actions from New Orleans meeting**

(ISOTC184/SC4/Nola/secn002)

All actions were reviewed and modified or actions noted on slides.

The New Orleans action log is available in the Closing Plenary file:

## **8. Administrative Reports:**

### **a) Chairman's Remarks:**

Mr. Wandmacher, the SC4 chair, had no additional report.

### **b) TC 184/SC4 Secretariat Remarks:**

Were presented by Jerry Smith, the SC4 Secretary.

OMG had communicated with Jerry Smith about meeting with Marti Ford, no official invitation was issued for the California meeting.

Bernd Wenzel hadn't received an invitation but had been notified and was aware of communication problems with this group.

### **Reports:**

Each WG convener was invited to make a brief presentation on the status of projects.

## **9. Report from Policy and Planning Committee**

Howard Mason presented a status and progress report on behalf of the PPC.

## **10. Resolutions:**

Were edited on screen by John Nazemetz on screen during the meeting. The complete text of the Advanced and Last Day Resolutions and disposition of all resolutions proposed at the Melbourne, Australia SC4 meeting are available (in the tracked edition) in the meeting folder at: <http://www.nist.gov/sc4/meetings/melbrn/cplen>

The cumulative list of resolutions is available at: <http://www.nist.gov/sc4/ndocs/994>

Howard Mason stated a need to check the resolutions to assure old project leaders and editors were canceled on Resolution A.

## **12. Future Meetings:**

No further meeting information was provided by France at this time. The Bordeaux, France meeting information is located on SOLIS at: <http://www.nist.gov/sc4/www/meetings.htm> .

Portugal's representative Ricardo Gonclaves stated the dates for the Lisbon meeting would be February 19-23, 2001.

## **13. Review of new Action Items:**

All open actions from the Melbourne meeting were reviewed.

The Melbourne action log is available with the Melbourne minutes.

A complete updated SC4 Action List is available at:

<http://www.nist.gov/sc4/meeting/melbrn/cplen>

## **14. Adjourn:**

The meeting was adjourned by Chairman Wandmacher at 11:45.

- These meeting minutes and slides can be found on SOLIS at <http://www.nist.gov/sc4/meetings/melbrn/cplen>

Respectfully submitted,

Jerry Smith  
ISO TC 184/SC4 Secretary

## **Annex A**

### **Resolutions approved at SC4 meeting in Melbourne, Australia**

#### **RESOLUTION 440 (Melbourne, Australia-February, 2000)**

##### Project Leader/Editor Changes

SC4 approves the following new project leaders or project editors for the associated SC4 projects:

<b>ISO Project</b>	<b>Project Lead</b>	<b>Document Editor</b>
10303-108		Mike Pratt
10303-28	Peter Bergstrom	Robin Lafontaine
10303-215		Tim Turner
10303-216	Tim Turner	Tim Turner
10303-218		Len Slovensky
10303-318	Yong Dae Kim	Yong Dae Kim
10303-234	Stian Ruud	Jochen Haenisch
10303-334	Stian Ruud	Jochen Haenisch
10303-14	Martin Hardwick	Peter Denno
10303-11: amd	Phil Spiby	Phil Spiby
10303 11: Ed 2	Phil Spiby	Don Sanderson
10303-21: amd ed 2:	David Loffreddo	David Loffreddo
10303-24	David Price	David Price
10303-27	Lothar Klein	Lothar Klein
10303-29	Tom Rando	Tom Rando
10303-34	Chritophe Viel	Bob Mathews
10303-35	Lothar Klein	Lothar Klein
10303-223		Gerald Radack
10303-323		Gerald Radack
10303-229 (PWI)		Gerald Radack
10303-329 (PWI)		Gerald Radack
10303-321	Andries van Renssen	David Leal

#### **RESOLUTION 441 (Melbourne, Australia-February, 2000)**

##### Cancellation of AP230 and ATS 330

SC4 resolves to cancel AP230 and its associated ATS 330- Building Structural Frame: Steelwork.

#### **RESOLUTION 442 (Melbourne, Australia-February, 2000)**

##### Clarification of the SEDS process

SC4 directs its Secretariat to make the following changes to the SC4 Handbook.

Add the following to the first sentence of 3.3 (added text italicized):

... the use of the SC4 Standards and Standing Documents, and to gather requirements and proposals for enhancements to future editions, the Standard Enhancement and Discrepancy System (SEDS) tracking system has ...

Add the following paragraph after the bullet list in 3.3.1:

Any issues submitted during the ISO ballot process that are classified as “deferred” during the ballot resolution process are transferred into the SEDS process by the responsible Project Leader and/or Convener. This procedure ensures that all relevant issues are considered when amendments or new editions are being proposed or developed. All issues transferred from ballots are assigned priority 0 or priority 1, as defined in 3.3.3.2 below.

in the first bullet point of 5.3.2, correct the spelling of ensure .

## **RESOLUTION 443 (Melbourne, Australia-February, 2000)**

### Revisions to the operation of the Quality Committee

SC4 directs its Secretariat to make the following changes to the SC4 Handbook (SC4 N935).

replace 6.3.1 by the following:

#### **6.3.1 Tasks**

The Quality Committee performs the following tasks and activities.

Conducting periodic reviews of the SC4 Quality System with Working Group Conveners;

Coordinating tasks that revise or extend the components of the SC4 Quality System, in response to the needs of SC4 projects, issues (including those raised through the SEDS process), and the requirements of the ISO Technical Management Board and Central Secretariat;

Liaising with the SC4 Secretariat and the ISO Central Secretariat on matters related to quality;

Coordinating audits of SC4 projects;

Establishing and implementing a formal process for collecting quality related issues that fall outside the scope of the SEDS process;

Managing the assignment of and ensuring closure for resolutions of any issue; and Providing revisions to the SC4 Organization Handbook related to quality matters.

The Quality Committee's coordination tasks are primarily undertaken using electronic communications and at QC Plenary meetings held as part of the main SC4 Working Group meetings. Additional task-related meetings and workshops are arranged as required.

replace 6.3.2 by the following:

#### **6.3.2 The Coordinator**

The Coordinator of the Quality Committee is appointed by SC4. The Coordinator is responsible for the following tasks.

Receiving and logging requests for creation or revision of documents that comprise the SC4 Quality System.

Requesting resources to work on QC tasks from SC4 projects and P-members; the Coordinator works with the PPC, SC4 Chair and SC4 Secretariat to encourage projects, P-members and A-liaisons to provide resources to undertake the tasks.

Ensuring consistency amongst the documents that comprise the SC4 Quality System.

Coordinating audits of SC4 projects.

Reporting QC activities to SC4.

Convening QC plenary meetings.

Scheduling and facilitating technical meetings and workshops as required.

A Deputy Coordinator is appointed by SC4 to assist the Coordinator. The Coordinator and Deputy Coordinator agree to and document their individual responsibilities. If the Coordinator is unable to attend a particular meeting of SC4, the Deputy Coordinator will fulfil the Coordinator's responsibilities at that meeting.

Assessment of the performance of the Coordinator / Deputy Coordinator is the responsibility of SC4. Input on the performance may be provided by the SC4 Chair and the SC4 Secretariat and assisted by the PPC.

The Coordinator / Deputy Coordinator must have resources to travel to at least three meetings of SC4 and its Working Groups each year; access to electronic mail; good communication skills, knowledge of the English language, and technical writing abilities; knowledge of ISO standards processes and procedures; quality systems (ISO 9000), and familiarity with the domains of SC4's standardization efforts.

replace 6.3.3 by the following:

#### 6.3.3 The Membership

The P-Members and A-Liaisons of SC4 nominate the members of the Quality Committee. The SC4 Secretariat maintains a list of members of the Quality Committee (names and addresses, project affiliation, fax, phone and e-mail). Additional resources participate in the work of the Quality Committee on a task-by-task basis; these resources are provided by SC4 Projects, P-members, and A-liaisons.

Delete 6.4.

SC4 also directs the Quality Committee to ensure that the SC4 Quality Manual is consistent with the revised description of the QC's mode of operation as described above.

#### **RESOLUTION 444 (Melbourne, Australia-February, 2000)**

##### Appointment of QC Coordinator and Deputy Coordinator

SC4 appoints Tom Warren as Coordinator of the Quality Committee, and Julian Fowler as Deputy Coordinator of the Quality Committee.

#### **RESOLUTION 445 (Melbourne, Australia-February, 2000)**

##### UML

SC4 encourages OMG to accept interoperability between UML and EXPRESS (ISO 10303-11) as a mandatory requirement in the UML 2.0 development effort.

SC4 directs its WGs 10 and 11 to work closely with OMG, especially the UML 2.0 WG in OMG's Analysis and Design PTF, in support of this goal.

SC4 asks its member bodies and liaison organisations to support these efforts adequately in OMG through their member companies and organisations.

#### **RESOLUTION 446 (Melbourne, Australia-February, 2000)**

##### Appreciation Change of Project Leader for ISO 10303-28

SC4 thanks Nigel Shaw and Daniel Rivers-Moore for their effort as project leader under WG11.

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#### **RESOLUTION 447 (Melbourne, Australia-February, 2000)**

##### Title Change for ISO 10303-28

SC4 accepts the recommendation of WG11 to change the title of ISO 10303-28 to: Product data representation and exchange: Implementation methods: XML representation of EXPRESS schemas and data.

#### **RESOLUTION 448 (Melbourne, Australia-February, 2000)**

##### Rationalization of SC4 Liaisons

SC4 notes that a number of its liaisons are inactive, due to evolving requirements and changes in other organizations, and resolves to terminate its direct liaisons with the following organisations:

CAM-I

UN/ECE

ISO/IEC JTC1 SC24

ISO/IEC JTC1/SC14

ISO/IEC JTC1/SC21/WG3

ISO/IEC JTC1/SC21/WG3/CSMF

ISO/IEC JTC1/SC6

ISO/IEC JTC1/SC7

ISO/IEC JTC1/SC7/WG11

JTC1/WG4

SC4 notes the importance of its relation with UN/CEFACT which will be continued as part of participation in the MoU management group for electronic business.

#### **RESOLUTION 449 (Melbourne, Australia-February, 2000)**

##### Balloting procedures for Technical Specifications

SC4 requests its secretariat to amend the Organisation Handbook as follows:

Amend Clause 2.3 to add reference to Technical Specifications ".....(CD) or Preliminary Draft Technical Specification (PDTS) , (2).....

Amend Clause 2.4 by replacing the reference to "CD" by "ballot"

Amend Clause 2.5 by replacing all references to "CD ballot" by "ballot".

SC4 also requests its secretariat to make any corresponding changes to the standardisation process summary on the SC4 web site.

#### **RESOLUTION 450 (Melbourne, Australia-February, 2000)**

##### Recognition of Sophie Clivio services to SC4

SC4 thanks the ISO/CEO for the nomination of Mrs. Sophie Clivio as Technical Officer for ISO/ TC 184 and ISO/TC 184/SC 4.

SC4 recognizes the excellence of the support and advice of Mrs. Sophie Clivio in the interpretation and explanation of the ISO Directives and the many TMB decisions complementing the Directives.

SC4 recommends the ISO/CS to publish a new edition of the ISO Directives Parts 1 and 3 incorporating the various ISO/TMB decisions, in order to facilitate the access to the rules governing the Committee work.

#### **RESOLUTION 451 (Melbourne, Australia-February, 2000)**

##### Establish Liaison with ISO TC207/SC5

SC4 accepts the request from ISO TC 207/SC5 to establish a liaison and appoints Dr. Anna Moreno as the liaison officer from SC4 to TC 207/SC5.

**RESOLUTION 452 (Melbourne, Australia-February, 2000)**

**Establish Liaison with VAMAS**

SC4 requests the Versailles Project on Advanced Materials and Standards (VAMAS) to establish a Category A liaison with SC4, directed particularly at Technical Working Area (TWA) 10. SC4 appoints Dr. Anna Moreno as the liaison officer from SC4 to VAMAS.

**RESOLUTION 453 (Melbourne, Australia-February, 2000)**

**ISO TC 184/SC4 QC Resolution Paper**

SC4 resolves to accept the amendments to the SC4 Organization Handbook as defined in SC4 QC N123, with immediate effect.

**RESOLUTION 454 (Melbourne, Australia-February, 2000)**

**Cooperation Between SC4 and Object Management Group (OMG)**

The SC4 Secretariat has received a communication from the Object Management Group (OMG) concerning mutual interest and potential cooperative activities. SC4 fully supports and looks forward to working with the OMG organization to achieve mutual benefits in the development, balloting, and accreditation of appropriate specifications which qualify as ISO deliverables.

**RESOLUTION 455 (Melbourne, Australia-February, 2000)**

**Appreciation Resolutions**

SC4 expresses its appreciation to Ms. Nicole Watkinson, Director of Manufacturing Industry, Victoria, in the Department of Industry and Regional Development, speaking on behalf of the Victorian Minister for Manufacturing and Industry, for her welcoming remarks and expressions of support for the work of SC4.

**Acclamation**

SC4 expresses its appreciation to its meeting host, Standards Authority of Australia (SAA), for the excellent meeting facilities, good food, and superb desserts as well as the wonderful banquet on Tuesday evening. SC4 also expresses its appreciation to Mr. David Bruce-Steer, Belinda Sparks, Sylvia Minton, Liam Wallwork and Helen Gomes for their hospitality and outstanding support both before and during the meeting.

**Acclamation**

SC4 expresses its appreciation to the Convenors, Project Leaders and Rapporteurs for their efforts in support of the work of SC4 and for the preparation of the reports that reflect these activities.

**Acclamation**

SC4 expresses its appreciation to Rob Anderson of BSI and Howard Mason of BAE SYSTEMS for their efforts in support of the clean-up, verification, and validation of the SC4 database. This is a major contribution that is key to the successful operation of SC4.

**Acclamation**

SC4 expresses its appreciation to the Drafting Committee for the completion of its resolutions.

**Acclamation**

SC4 expresses its appreciation to its Chairman, Mr. Dick Wandmacher, for his fine efforts in bringing about another successful SC4 Plenary Meeting. His continuous leadership, patience, good humor and attention to getting the work done are critical to the success of SC4.

**Acclamation**

SC4 expresses its appreciation to Gabriel Barta for his service and contributions as Technical Officer for ISO TC184/SC4.



## SC4 Participants & Delegates List

### P-members:

<b>Australia</b>	<b>Martin Jones</b>
<b>Brazil</b>	
<b>Canada</b>	<b>Helium Mak</b>
<b>China</b>	<b>Ping Wang</b>
<b>France</b>	<b>Alain Bezos</b>
<b>Germany</b>	<b>Meinolf Groepper</b>
<b>Italy</b>	<b>Anna Morena</b>
<b>Japan</b>	<b>Yasumasa Oku</b>
<b>Korea Republic of</b>	<b>Soon-Hung Han</b>
<b>Netherlands</b>	
<b>Norway</b>	<b>Jochen Haenisch</b>
<b>Portugal</b>	<b>Ricardo Goncalves</b>
<b>Russia</b>	
<b>Spain</b>	
<b>Sweden</b>	<b>Torbjorn Holm</b>
<b>Switzerland</b>	
<b>United Kingdom</b>	<b>Howard Mason</b>
<b>United States</b>	<b>Burt Gischner</b>

## Annex B

### SC4 A-LIAISONS AND O-MEMBERS

#### A Liaisons:

<b>ISO TC 184/SC5</b>	VDMA / NAM-IA	<b>Meinolf Groepper</b>
<b>ISOTC8</b>	Ships and marine technology	
<b>ISO TC10/SC1</b>	Technical drawings, product definition, and related documentation/Basic conventions	
<b>ISO TC172/SC1</b>	Optics and optical instruments/Fundamental standards	
<b>ISO TC 211</b>	Geographic information/Geomatics	<b>Bernd Wenzel</b>
<b>ISO TC 213</b>	Dimensional and Geometrical Product Specifications and Verification	
<b>IEC TC3B</b>	Documentation and Graphic Symbols	
<b>ISO/IEC JTC1 SC7/WG11</b>	Information technology/Software engineering/Software engineering data definition and representation	
<b>ISO/IEC JTC1 SC24</b>	Information technology/Computer graphics and image processing	
<b>AECMA</b>	European Association of Aerospace Industries	<b>Howard Mason</b>
<b>CAM-I</b>	Consortium for Advanced Manufacturing – International	
<b>EPISTLE</b>	European Process Industries STEP Technical Liaison Executive	<b>Nils Sandsmark</b>
<b>IAI</b>	Industry Alliance for Interoperability	
<b>INCOSE</b>		
<b>PDES, Inc.</b>	Product Data Exchange using STEP, Inc.	<b>Bob Kiggans</b>
<b>POSC</b>	Petrotechnical Open Systems Consortium	
<b>ProSTEP Association</b>		<b>Christine Frick</b>
<b>NAFEM</b>		<b>David Leal</b>
<b>UN/ECE</b>	United Nations/Economic Commission for Europe	

**O-members:**

Belgium	
Bulgaria	
Czech Republic	
Denmark	
Finland	
Hong Kong	
Hungary	
Romania	
Singapore	
Yugoslavia	

**ISO TC 184 Officers**

Secretary	
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**ISO CS**

ISO CS	
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